

Public Management & Administration

Government & Public Administration Cluster

Program of Study	Level 1	Level 2	Level 3	Level 4
Public Management and Administration	Principles of Public Service (6127)	Public Management and Administration (6129)	U.S. Government and Civics ¹ (3417) Public Law and Budgeting (6128)	Public Law and Budgeting (6128) A.P. US Government and Politics (3445)

Available courses for elective credit in this cluster: *Court Systems and Practices (6150), Work-Based Learning: Career Practicum (6105), Government & Public Administration dual enrollment courses: Dual Enrollment Government & Public Administration (4092) and Dual Enrollment Public Management & Administration (4093).*

Description

The Public Management and Administration program of study (POS) is designed for students who are planning careers in service to the public and/or political science. Course content covers such topics as philosophies of constitutional government, government provision and administration of services, ethical and legal issues faced by public officials, government funding sources, laws and regulations, budgeting practices, and community planning. Upon completion of this POS, students will be prepared for a wide range of careers in the public and non-profit sectors, or for advanced study in business, public affairs, or public administration at the postsecondary level. City and county government officials, commissioners, and city planners are viable career options for students who complete this program of study.

Job Outlook

Of the jobs in the Bureau of Labor Statistics' (BLS) Standard Occupational Classification System, one million are assigned to the government and public administration cluster. Median annual wages for these occupations ranged from \$20,620 for legislators to \$76,890 for financial examiners. Occupations in this cluster typically require a bachelor's degree for entry, but specific designations range from a high school diploma or equivalent and short-term on-the-job training for transportation security screeners to a master's degree for urban and regional planners. BLS projects most job openings in this cluster to be in occupations assigned to governance and fewer to be in public administration. **Figure 2** shows the occupation projected to have the largest number of job openings is compliance officers, which requires a bachelor's

degree¹. Conversely, an entry level position that shows 0.8 percent growth is court clerk. According to the Jobs4tn website, the most commonly required level of education for court clerks is a high school diploma at 78.12 percent, with 21.88 percent requiring some college courses to an associate's degree². The portfolio students will have completed by the end of this program of study will be an asset to them as they apply for entry level positions in Government and Public Administration.

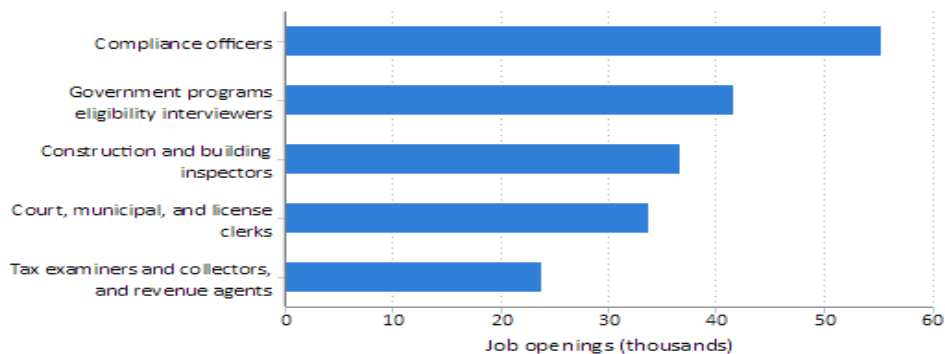
Occupation	Education Required	Median Salary	2022 Projected Employment	Total 2014 - 2022 Employment Change	Annual Avg. Percent Change
Social and Community Service Managers	Bachelor's Degree	\$55,661	2,740	270	1.3%
Social and Human Services Assistant	Associate's Degree	\$29,166	2,610	13	0.7%
Eligibility Interviewers	Associate's Degree	\$33,920	3,790	190	0.7%
Court Clerk	High School Diploma	\$31,653	3,160	190	0.8%

Figure 1. Tennessee employment projections for Public Management and Administration occupations with positive openings projected 2014-22

1 Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. Retrieved from <http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm>

2 Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Employment Wage and Data. Retrieved from <https://www.jobs4tn.gov>

Chart 7. Occupations assigned to the government and public administration cluster that are projected to have the most job openings, 2012–22



Sources: National Association of State Directors of Career Technical Education Consortium (Career Cluster); Bureau of Labor Statistics, Employment Projections program (projected job openings).



Figure 2. Government and Public Administration jobs projected to have the most growth in the United States³

According to the Tennessee Department of Human Resources, state government is the largest employer in Tennessee, with approximately 43,500 employees in the three branches of government. The state of Tennessee has approximately 1,300 different job classifications in areas such as administration, health services, historic preservation, legal, agriculture, counseling, and medicine.⁴ **Figure 2** shows the job classifications in the government and public administration cluster projected to see the most growth through 2022. **Figure 3** shows the distribution of jobs concentrated in or surrounding urban areas which school districts may need to consider when adding this program of study.

³Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. [http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government and public administration](http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government%20and%20public%20administration)

⁴Tennessee Department of Human Resources. (2016). For Job Seekers. Retrieved from <http://www.tn.gov/hr/section/employment#sthash.Ua4Yuvr9.dpuf>



Figure 3. Distribution of social and community service jobs by county.⁵

Postsecondary Pathways

Postsecondary programs for this POS are well represented in public colleges and universities across the state as seen in **Figure 4**. Every postsecondary school reviewed had political science, government, and/or sociology programs. Students could easily continue this program of study in these postsecondary institutions, including community college. Nashville State Community College offers a Political Science associate's degree. Southwest Tennessee Community College and Northeast State Community College offer a Political Science associate's degree as part of their Tennessee Transfer programs. Certifications are available and include, but are not limited to Basic and Advance Court Security Certification, Housing Counselor Certification, Community Action Professional Certification, and Fair Housing Compliance Certification.⁶

⁵ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/lmi/occ/occsummary.aspx?>

⁶ United States Department of Labor, Employment and Training Administration. (2016). Summary Report. Retrieved from <http://www.onetonline.org/link/summary/13-1041.00>

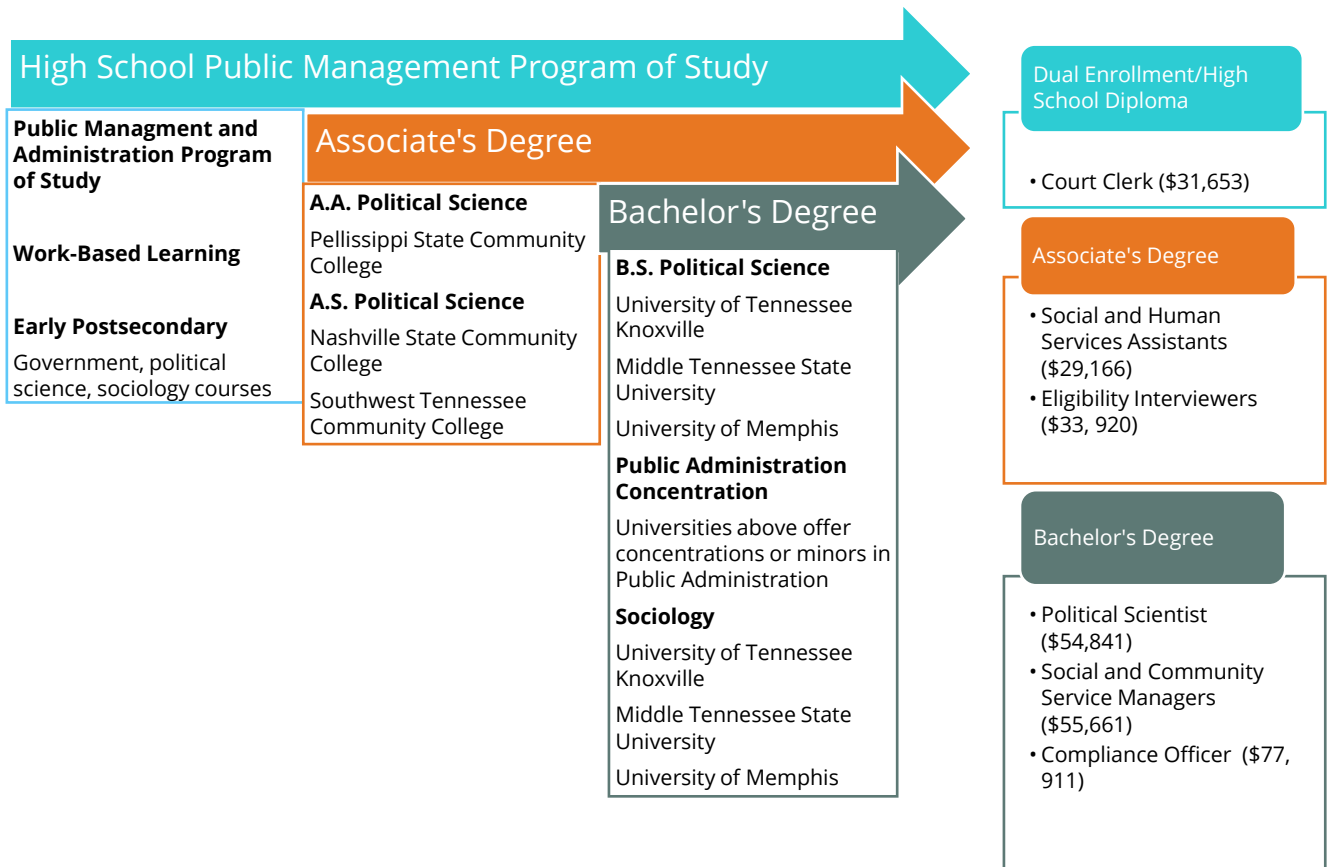


Figure 4. Public Management and Administration Postsecondary Pathways

Current Secondary Landscape

In the 2014-15 school year, 2 schools in Tennessee offered courses in the program of study of Government and Public Administration, and there was no data for students enrolled in a Government and Public Administration course. **Figure 5** shows the open enrollment analysis for 2014-15 SY and 2015-16 SY.

Government & Public Administration

Principles of Public Service	Public Management & Administration	U.S. Government & Civics	Public Law & Budgeting
No data	No data	No data	No data

Open Enrollment Analysis 2014-15 to 2015-16

Government & Public Administration	
2014-15	2
2015-16	1
	<i>Decline</i>

Figure 5. Open enrollment figures for 2014-2015

Recommendations

Concentration in a program of study requires three courses, and some schools may only offer the first three levels of a program of study; therefore, I recommend changing the sequence of courses. I recommend the courses in the Public Management and Administration POS be rearranged as follows:

- Level 1-Principles of Public Service,
- Level 2-Public Management and Administration,
- Level 3-Public Law and Budgeting,
- Level 4-A.P. US Government and Politics.

This sequence better targets the program of study's core content, so that students who complete Levels 1-3 will have a more focused, high level understanding of public administration. The addition of the advanced placement course increases the rigor of this POS.

Students who complete this program of study may seek employment or postsecondary placement upon graduation. It is recommended that a portfolio be created with work examples from all four courses. Having a robust portfolio will provide students the opportunity to communicate, present, and discuss their work with postsecondary and industry representatives. A list of suggested artifacts will be added to each course. A suggestion for portfolio storage is College4TN's online portfolio.

References

Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. Retrieved from <http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm>

Bureau of Labor Statistics, United States Department of Labor. (2016-17). Occupational Outlook Handbook: Clusters, pathways, and LS: Connecting Career Information. [http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government and public administration](http://www.bls.gov/careeroutlook/2015/article/career-clusters.htm#Government_and_public_administration)

Tennessee Department of Human Resources. (2016). For Job Seekers. Retrieved from <http://www.tn.gov/hr/section/employment#sthash.Ua4Yuvr9.dpuf>

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Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj>

Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/lmi/occ/occsummary.aspx?>

United States Department of Labor, Employment and Training Administration. (2016). Summary Report. Retrieved from <http://www.onetonline.org/link/summary/13-1041.00>